

Use this form to provide the information about a program which will include coupons or stickers as well as a request for a UPC Code assignment and art. Send this form to the PM Promotional Fulfillment Assistant, 120 Park Avenue - 7th Floor, New York, New York 10017. Telephone (212) 878-2027 with questions. All information must be provided before a UPC code will be issued.

City/State/Zip: _____

#4003F
PM USA/REV 9/94

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INSTRUCTIONS

1. REQUESTER (BRAND, MILITARY, OR SALES):

Complete the data sheet for all coupons and stickers which require a UPC and offer code. Obtain Departmental Manager approval, retain golden rod copy and submit the completed form to PURCHASING.

2. PURCHASING:

Review and approve the data sheet. Assign a UPC/offer code and have COMPOSITION generate film for artwork. Retain pink copy and submit the form to MARKET RESEARCH.

3. MARKET RESEARCH:

Review and approve the data sheet, retain yellow copy and submit the form to ACCOUNTING.

4. ACCOUNTING:

Review and approve the data sheet. Enter the coupon data into both the PM-USA and CMS redemption systems. Retain the white copy and forward the green copy to media.

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